



Central Institute of Plastics Engineering & Technology  
(Ministry of Chemicals & Fertilizers, Govt. of India)

Signed  
Passport  
size colour  
photo

Application Form for the post of Non-Technical Positions

1. Post applied for \_\_\_\_\_
2. Full Name (including Surname)  
(in block letters) \_\_\_\_\_
3. Date of Birth / Place of Upbringing / Blood Group \_\_\_\_\_
4. Community i.e.  
SC/ST/BC/MBC/OBC/GEN \_\_\_\_\_
5. Whether Physically Challenged:  
(i) Yes / No. \_\_\_\_\_  
  
(ii) If Yes whether OH/HH/VH  
(Orthopedically/Hearing/Visually) \_\_\_\_\_
6. Sex Male / Female (Strike off whatever is not relevant)
7. Marital Status Married / Unmarried / Divorced / Widow/er (Strike off  
whichever is not relevant)
8. (a). Nationality /Religion \_\_\_\_\_  
  
(b). Mother Tongue \_\_\_\_\_
9. (a) Mother's Name and Address \_\_\_\_\_  
(b) Father's Name and Address \_\_\_\_\_  
(c) Name of Spouse \_\_\_\_\_  
(d) If Spouse employed, Name of firm  
& Place of Employment \_\_\_\_\_  
(e) No. of Children / their age / Study /  
Employment Details \_\_\_\_\_

**(Column No.10 shall be typed only.)**

10. (a) Postal Address for correspondence \_\_\_\_\_  
(any change of address should be \_\_\_\_\_  
communicated at once to the Institute) \_\_\_\_\_  
Pin Code \_\_\_\_\_

(b) Postal Address of the Present Employer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Pin Code \_\_\_\_\_  
Telephone Nos.  
(Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_  
E.mail: \_\_\_\_\_ Website \_\_\_\_\_

(c) (Res.) 1). \_\_\_\_\_ 2). \_\_\_\_\_  
(Mob.) 1). \_\_\_\_\_ 2). \_\_\_\_\_  
Your Nearest Relative's Mobile No. 1). \_\_\_\_\_  
2). \_\_\_\_\_

(d) Email : \_\_\_\_\_  
Permanent Address \_\_\_\_\_  
(Mention Tehsil, District and State \_\_\_\_\_  
you belong to) \_\_\_\_\_

11. Were you at any time declared \_\_\_\_\_  
medically unfit; asked to submit \_\_\_\_\_  
your resignation; discharged or \_\_\_\_\_  
dismissed from Govt./Semi-Govt./ \_\_\_\_\_  
Autonomous Body or Private Service ? \_\_\_\_\_  
If yes, give details in a separate sheet.

12. Have you ever –faced any Vigilance Enquiry or enquiry by anti-corruption bureau/Central Bureau of Investigation or any other Investigative Organization: Yes / No

If Yes: Please indicate in brief, the details of the Vigilance Enquiry and outcome thereof (If exonerated, a copy of the order passed by the competent authority may be furnished)

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13. Academic Qualifications: (1) Please attach Xerox copies of certificates & mark sheets including Date of Birth.

Give particulars in a chronological order starting with High School Certificate to Post Graduation

| S.No. | Name of Course / Degree / University / Board | Subject/ Specialization | Whether Full Time / Part time / Correspondence Course | % of Marks | Period of Study From - To | Whether course passed / Not passed / Year of Passing |
|-------|--|-------------------------|---|------------|---------------------------|--|
|       |  |                         |   |            |                           |  |

14. Employment details: (Give particulars in descending chronological order starting with the present post).

| S.N. | Employer | Post held | Pay Scale & Gross Salary | Place / State of Employment | Period of Employment (Month/Year) |    |
|------|----------|-----------|--------------------------|-----------------------------|-----------------------------------|----|
|      |          |           |                          |                             | From                              | To |
|      |          |           |                          |                             |                                   |    |

NB: If Self Employed, please indicate average monthly income.

15. Area of specialization (to be filled in on the basis of Academic Qualification and experience relevant to the post applied):

| Main Field | Specialization | Super-Specialization |
|------------|----------------|----------------------|
|            |                |                      |

16. If you claim experience on the applied side: Industrial or else with expertise relevant to job applied, please give a brief account of duties performed / being performed by you”

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17. Current Membership of Professional Bodies and Awards / Prize won / Scholarships received(if any) :
- a) National Level International Level
1. \_\_\_\_\_ \_\_\_\_\_
2. \_\_\_\_\_ \_\_\_\_\_
- b) National Awards International Awards  
(Indicate Year)
1. \_\_\_\_\_ \_\_\_\_\_
2. \_\_\_\_\_ \_\_\_\_\_

18. Outline few project proposals that you would like to submit to various funding agency on joining CIPET. (Annexure – I) *(A brief write up may be given)*.  
Specialized area you would like to strengthen on joining CIPET. (Annexure – II) *(A brief write up may be given)*.  
Why you should be considered for the positions applied. (Annexure – III) *(A brief write up may be given)*.

19. **Reference**

Responsible persons, not related to the applicant but closely acquainted with applicants academic and professional work.

| Name and Designation | Address                                 |
|----------------------|---|
|                      | Phone: _____ Fax: _____<br>Email: _____ |
|                      | Phone: _____ Fax: _____<br>Email: _____ |

20. Last drawn pay details (Salary Certificate to be attached)

|                    |     |   |
|--------------------|-----|---|
| Basic Pay          | Rs. | Scale of Pay:   |
| D.A./I.D.A.        | Rs. | In case of Govt. / Quazi-govt. firms<br>State whether scale of pay above is<br>Pre-revised / Revised scale of Pay : |
| H.R.A.             | Rs. |   |
| CCA                | Rs. |   |
| Other Allowances   | Rs. |   |
| Total Gross Salary | Rs. |   |

21. Notice period / No. of days likely to be availed for relieve from parent organization on selection:
22. a). Details of relatives working at CIPET, if any :
- b). Any other information you may like to furnish to CIPET:
23. Social / Political / Religious Affiliations of the Candidate if any, Mention the name and clear details about the affiliations :
24. For Re-appointment (applicable for Ex-Employees).

(a)

| <b>Employment details at the time of Resignation from CIPET.</b> |                                   |
|--|-----------------------------------|
|  | Date of Resignation               |
|  | Designation & Grade held          |
|  | Department & Division             |
|  | Last scale of pay drawn at CIPET. |

(b)

| <b>Employment details at the time of joining CIPET.</b> |   |
|---|---|
|   | Date of joining of CIPET                            |
|   | Designation & Grade to which appointed.             |
|   | Department & Division                               |
|   | Scale of pay drawn during initial posting at CIPET. |
|   | PF No. at CIPET.                                    |

**N. B. :** (Use separate sheets wherever necessary while filling application form above)

25. Copies of documents enclosed:

- (i)
- (ii)
- (iii)
- (iv)
- (v)
- (vi)

**Declaration**

I Declare that the Entries made in the Columns of this proforma are correct and true to the best of my knowledge and nothing has been either concealed or misrepresented by me. In case of any misrepresentation, I understand that employment if any gained, is liable for termination.

Place :

**Signature**

Date :

**Forwarding of Application through proper channel: (To be filled in by the forwarding authority).  
(Applicable for Candidates from Central/State Govt./PSU/Autonomous/Quazi-Govt. only)**

Date: \_\_\_\_\_

Forwarded to the Director General, Central Institute of Plastics Engineering & Technology (CIPET), Corporate Office, Guindy, Chennai. The applicant has been working in this office / organization / institute / university as \_\_\_\_\_ since and is still in service. We have No Objection to his/her candidature being considered for the post he / she is applying.

Place:

Signature \_\_\_\_\_

Designation \_\_\_\_\_

(With Seal)

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